

**Tom Bean ISD  
Student Guidelines for  
Acceptable Use of  
District Technology Resources**

The district's technology resources will be used primarily for learning, teaching, and administrative purposes consistent with the District's mission and goals.

These guidelines are provided for students and parents as to inform them of the responsibilities students accept when they use District-owned computer hardware, operating system software, application software, stored text, data files, local databases, CDROMS, DVDROMS, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

Use of the District's technology resources is voluntary and constitutes a privilege, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or specific consent of the user.

**Expectations:**

- Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted specific permission by a staff member. All students in K-8 should be supervised at all times.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted in the campus libraries and well as posted on the District's website: [www.tombean-isd.org](http://www.tombean-isd.org)
- Although the District has an Internet safety plan in place as well as content management software, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

**Unacceptable conduct includes, but is not limited to the following:**

- Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites, social networks (MySpace, Facebook, etc.), chat rooms, blogs.

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- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Bypassing Internet filtering is strictly prohibited as is use or possession of hacking software.
  
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast of messages to lists of individuals, streaming video and/or audio, such as but not limited to TV shows, online movies, music videos, online radio, etc.
- Intentionally wasting finite resources e.g., online time, real-time music.
- Gaining unauthorized access anywhere on the network.
- Revealing home address or phone number of oneself or another person.
- Invading the privacy of others.
- Using another's account, password, or ID or allowing another user to access your account, password, or ID.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Forwarding/distributing e-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtain copies or modify files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or the network.

**Acceptable Use Guidelines**

**1. General guidelines**

- Students will have access to all available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the District.
- Students are responsible for their ethical and educational use of the computer online services of the District.
- All policies and restrictions of the Tom Bean ISD network services must be followed.
- Access to the TBISD network services is a privilege not a right. Each student, and/or parent will be required to sign an Acceptable Use Policy Agreement and adhere to the Acceptable Use Guidelines in

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order to be granted access to the TBISD network computer online services.

- The use of and TBISD network service in the District must be in support of education and research and in support of the educational goals and objectives of the District.
  
- When placing, removing, or restricting access to specific databases or other TBISD computer services, school officials will apply the same criteria of educational suitability used for educational resources.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the District Student Code of Conduct.

**2. Network Etiquette:**

- Be polite.
- Use appropriate language.
- Do not reveal personal data (home address, phone number(s) of yourself or others.)
- Remember that other users of the TBISD network services and other networks are human beings whose culture, language, and humor have different points of reference from your own.

**3. E-Mail:**

- Email should be used for educational or administrative purposes only.
- Email transmissions, stored data transmitted data, or any other use of the TBISD computer online services by students, employees, or nay other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use and in addition to compliance with the Texas Open Records Act.
- All email and all contents are property of the District.

**4. Consequences**

- The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

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- Noncompliance with these guidelines may result in suspension or termination of technology privileges and disciplinary actions.
- Violations of applicable state and federal law, including the Texas Penal Code, Computer Crimes, Chapt. 33 will result in criminal prosecution, as well as disciplinary actions by the District. Electronic mail, network usage, and all stored files will not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- Restitution may be required for costs associated with system restoration, hardware, or software costs.
- The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Texas Open Records Act, proper authorities will be given access to their content.

**Monitoring Use**

Use of the District's technology resources is voluntary and constitutes a privilege, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or specific consent of the user.

**Disclaimer**

The TBISD Network system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, for the service it is providing. The District assumes no responsibilities or liability for any charges or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by accident or user errors or omissions. Use of any information obtained on the Internet is at the users own risk. Neither does the District warrant or guarantee that the system will be uninterrupted or error-free, nor that defects will occur.

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**Student**

Name \_\_\_\_\_ Grade \_\_\_\_\_

Campus \_\_\_\_\_

I have read the District's Student Guidelines for Acceptable Use of District Technology Resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and related privileges.

Student signature \_\_\_\_\_ Date \_\_\_\_\_



**Sponsoring Parent or Guardian**

I have read the District's Student Guidelines for Acceptable Use of District Technology Resources. I hereby release the District, its operators, and any institutions with they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy.

\_\_\_\_\_ I give permission for my child to participate in the use of the District's technology resources.

\_\_\_\_\_ I do not give permission for my child to participate in the use of the District's technology resources.

Parent or Guardian (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Home Phone Number \_\_\_\_\_